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UNITED STATES DEPARTMENT OF AGRICULTURE

U.S. Extension Service.

Washington 25, D. C.

Proposed Outline for In-Service Training Conference
for State and Assistant State 4-H Club Leaders of the Northeastern Region

Purpose

To provide in-service training for new State and assistant State Club leaders in the techniques of supervision. It is proposed that the conference should deal with specific problems of supervising and conducting 4-H Club work rather than the general theory of supervision.

Time and Place

The week of April 24 to 28 is proposed for this conference. The place, Room 5041 South Agriculture Building, U. S. Department of Agriculture, Washington, D. C. We will attempt to arrange satisfactory hotel accommodations at reasonable rates in one of the convenient downtown hotels.

Participation

We feel that State and assistant State club leaders who have been in their present positions for 3 years or less would get the most from this conference, although if States desire to send other personnel who have been on for longer periods, that is satisfactory. The program will be geared to the needs of new supervisors, however.

Program

The following general problems are suggested for discussion but the actual program will be built upon the requests received by those who intend to participate:

1. How can the State supervisor help county extension agents and local leaders plan effective State, county and local 4-H programs?
2. Local 4-H leaders need training to help with educational and organizational problems of the club. What are the most practical and effective methods of giving this training?
3. About half the educational values for 4-H members comes from project literature. With limited budgets for printing, how can this literature be made more attractive and educational?
4. Do agents and State workers use their time to best advantage? How much of it should be spent directly with youth and how much with parents, leaders, and adult cooperators? How can the State supervisor help with these problems?
5. Planning effective local and county programs is an important and perennial problem. How can the supervisor help agents and local leaders build 4-H programs that are based on the real needs of youth and the community?

6. With a limited time available for office work and limited secretarial help, how can State and county personnel best organize their desk and office activities?
7. What is the purpose of reports? How are they used in the Washington office? Suggestions for improvement.
8. The taxpayer and the public evaluate our efforts by our publicity and public relations. How can we make these effective?
9. We do not help young people unless they take part in our programs. What is a justifiable enrollment for a county? How can they increase reenrollments?
10. How we teach is as important as what we teach. What methods are easiest and most effective?